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FORM E.

As required by Part III of the Act.

(*See section 32.*)

Summary of Share Capital and Shares of the Company, Limited, made up to the day of 19 (being the day of the first ordinary general meeting in 19).

Nominal share capital Rs. divided } shares of Rs. each
into * } shares of Rs. each

Total number of shares taken up to the day of 19 } which number must agree with the total shown in the } list as held by existing members.

Number of shares issued subject to payment wholly in cash.

Number of shares issued as fully paid up otherwise than in cash.

Number of shares issued as partly paid up to the extent of } per share otherwise than in cash. }

† There has been called up on each—of shares ... ... Rs.

There has been called up on each—of shares ... ... Rs.

There has been called up on each—of shares ... ... Rs.

‡ Total amount of calls received, including payments on application and allotment ... ... Rs.

Total amount (if any) agreed to be considered as paid on shares which have been issued as fully paid up otherwise than in cash ... ... Rs.

Total amount (if any) agreed to be considered as paid on shares which have been issued as partly paid up to the extent of per share ... ... Rs.

Total amount of calls unpaid ... ... Rs.

Total amount (if any) of sums paid by way of commission in respect of shares or debentures or allowed by way of discount since date of last summary ... ... Rs.

Total amount (if any) paid on § shares forfeited ... Rs.

Total amount of shares and stock for which share-warrants are outstanding ... ... Rs.

Total amount of share-warrants issued and surrendered respectively since date of last summary ... ... Rs.

Number of shares or amount of stock comprised in each share-warrant ... ... Rs.

Total amount of debt due from the company in respect of all mortgages and charges which are required to be registered with the registrar under this Act ... ... Rs.

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* When there are shares of different kinds or amounts (*e.g.*, Preference and Ordinary or Rs. 100 or Rs. 200), state the numbers and nominal values separately.

† Where various amounts have been called or there are shares of different kinds, state them separately.

‡ Include what has been received or forfeited as well as on existing shares.

§ State the aggregate number of shares forfeited.

List of persons holding shares in the Company, Limited, on the day of 19 , and of persons who have held shares herein at any time since the date of the last return, showing their names and addresses and an account of the shares so held.

Folio in register ledger containing particulars	Names, addresses and occupations				Account of shares					Remarks
	Name in full	Father's name	Address	Occupation or caste	* Number of shares held by existing members at date of return	§Particulars of shares transferred since the date of the last return by persons who are still members.		§Particulars of shares transferred since the date of the last return by persons who have ceased to be members.		
						Number †	Date of registration of transfer	Number ††	Date of registration of transfer	

Names and addresses of the persons who are the Directors of the Limited, on the day of 19 .

Names	Addresses

Names and addresses of the persons who are the managers of the Limited, on the day of 19 .

Names	Addresses

NOTE.—Banking companies must add a list of all their places of business.

I, , do hereby certify that the above list and summary truly and correctly states the facts as they stood on the day of 19 .

(Signature)———————————

(State whether director, manager or secretary.)

* State the aggregate number of shares forfeited (if any).

† The aggregate number of shares held, and not the distinctive numbers, must be stated and the column must be added up throughout so as to make one total to agree with that stated in the summary to have been taken up.

‡ When the shares are of different classes, these columns may be sub-divided so that the number of each class held or transferred may be shown separately.

§ The date of registration of each transfer should be given as well as the number of shares transferred on each date. The particulars should be placed opposite the name of the transferor and not opposite that of the transferee, but the name of the transferee may be inserted in the remarks column immediately opposite the particulars of each transfer.

FORM F.

(See section 132.)

....., LIMITED.

Balance Sheet as at..... ....19 .

CAPITAL AND LIABILITIES	Rs. a. p.	Rs. a. p.	PROPERTY AND ASSETS.	Rs. a. p.	Rs. a. p.
CAPITAL—			FIXED CAPITAL EXPENDITURE—		
Authorized Capital.....shares of Rs..... each			(Distinguishing as far as possible between expenditure upon good will, land, buildings, lease-holds, railway sidings, plant, machinery, furniture, development of property, patents, trade marks and designs, interest paid out of Capital during construction, etc., and stating in every case the original cost and the additions thereto and deductions therefrom during the year, and the total Depreciation written off under each head. Where sums have been written off on a reduction of capital or a re-valuation of assets every balance-sheet after the first balance-sheet subsequent to the reduction or re-valuation shall show the reduced figures, with the date of and the amount of the reduction made.)		
(Distinguishing between the various classes of capital.)					
Issued Capital.....shares of Rs..... each.					
(*i*) Shares issued as fully paid up pursuant to any contract without payments being received in cash ..... shares of Rs. ..... each					
(*ii*) Shares issued for payments in cash ..... shares of Rs. ..... each.					
Subscribed Capital.....shares of Rs. ..... each.					
Amount called up at Rs. .....per share ...			PRELIMINARY EXPENSES		
Less—Calls unpaid—					
(*i*) due from Managing Agents			COMMISSION OR BROKERAGE		
(*ii*) due from others			(Commission or Brokerage paid for underwriting or placing or subscribing shares or debentures until written off.)		
Add—Forfeited shares (amount paid up) ...					
Note.—Where circumstances permit issued and subscribed capital and amount called up may be shown as one item, *e.g.*,			DISCOUNT ALLOWED on the issue of shares or so much as has not been written off at the date of the balance-sheet.		
Issued and Subscribed Capital.....Shares of Rs.....each, Rs.....paid up			STORES AND SPARE PARTS		

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FORM F—*contd.*

CAPITAL AND LIABILITIES—*contd.*	Rs. a. p.	Rs. a. p.	PROPERTY AND ASSETS—*contd.*	Rs. a. p.	Rs. a. p.
RESERVES			LOOSE TOOLS		
DEBENTURES stating the nature of security ...			LIVE-STOCK AND VEHICLES		
ANY SINKING FUND			STOCK IN TRADE		
ANY OTHER FUND CREATED OUT OF NET PROFITS including any development fund.			(Stating mode of valuation, *e.g.*, cost or market value.)		
ANY PENSION OR INSURANCE FUND			BILLS OF EXCHANGE		
PROVISION FOR BAD AND DOUBTFUL DEBTS ...			BOOK DEBTS—		
LOANS—			(Distinguishing between those considered good and in respect of which the company is fully secured and those considered good for which the company holds no security other than the debtor's personal security, and distinguishing between debts considered good and debts considered doubtful or bad. Debts due by directors or other officers of the company or any of them either severally or jointly with any other persons to be separately stated.)		
(*a*) Secured—					
(*i*) loans on mortgages or fixed assets ...					
(*ii*) loans on debentures					
(*iii*) loans from banks, stating the nature of security					
(*iv*) liabilities to subsidiary companies ...					
(*v*) other secured loans, stating the nature of security.					
(*vi*) interest accrued on mortgages, debentures or other secured loans.					
			ADVANCES		
(*b*) Unsecured...			(Recoverable in cash or in kind or for value to be received, *e.g.*, Rates, Taxes, Insurance, etc., showing separately—		
(*i*) loans from banks			(*i*) loans given to subsidiary companies ...		
(*ii*) fixed deposits			(*ii*) loans including temporary advances made at any time during the year to directors or managers of the company.)		
(*iii*) short-term loans					
(*iv*) advances by directors or managers and managing agents.					
(*v*) interest accruing but not due and interest accrued and due.					
(*vi*) liabilities to subsidiary companies ...					
			INVESTMENTS		
UNCLAIMED DIVIDENDS			(Showing nature of investments and mode of valuation, *e.g.*, Cost or Market value) and distinguishing—		
LIABILITIES—			(*i*) investments in Government or trust securities		
For Goods supplied			(*ii*) investments in shares, debentures or bonds (showing separately shares fully paid up and partly paid up) ...		
,, Expenses					
,, Acceptances					
,, Other Finance					

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FORM F—*concld.*,

CAPITAL AND LIABILITIES—*concld.*	Rs. a. p.	Rs. a. p.	PROPERTY AND ASSETS—*concld.*	Rs. a. p.	Rs. a. p.
ADVANCE PAYMENTS AND UNEXPIRED DISCOUNTS.			(*iii*) investments in shares, debentures or bonds of subsidiary companies		
(For the portion for which value has still to be given, *e.g.*, in the case of the following classes of companies— Newspaper, Fire Insurance, Theatre, Club, Banking, Steamship Companies, etc.)			(*iv*) immovable properties		
PROFIT AND LOSS			INTEREST ACCRUED ON INVESTMENTS ...		
			CASH AND OTHER BALANCES		
			Amount in hand		
			Balances with Agents and Bankers (in detail showing whether on deposit or current account, etc.)		
CONTINGENT LIABILITIES—			Profit and Loss		
Claims against the company not acknowledged as debts.					
Money for which the company is contingently liable. (Showing separately the amount of any guarantees given by the company on behalf of directors or officers of the company.)					
Arrears of Cumulative Preference Dividends ...					

The information required to be given under any of the items or sub-items in this Form if not included in the Balance-Sheet itself shall be furnished in a separate Schedule or Schedules to be attached to and to form part of the Balance-Sheet.